Governor's Office of Homeland Security

FY07 Urban Area Security Initiative
Nonprofit Security Grant Program

California Supplement

Federal Program Guidance and Application Kit

May 14, 2007

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Section 1 – Application Resources

Federal Program Guidance and Updates

The U.S. Department of Homeland Security (US DHS) published the *FY 2007 Urban Area Security Initiative Nonprofit Security Grant Program (NSGP), Program Guidance and Application Kit on April 27, 2007.*

The *Guidance and Application Kit* may be obtained at:
http://www.ojp.usdoj.gov/odp/docs/FY07_UASI_Guidance.pdf

Investment Justification Template

The template for Investment Justifications can be obtained at:
http://www.ojp.usdoj.gov/odp/docs/info252_investment_justification_template.doc

Press Release

The U.S. Department of Homeland Security (US DHS) issued a Press Release announcing the *FY 2007 Urban Area Security Initiative Nonprofit Security Grant Program (NSGP) on April 27, 2007.*

The Press Release can be obtained at:
http://www.ojp.usdoj.gov/odp/newsreleases/FY07_UASI_Release.pdf

Fact Sheet

The U.S. Department of Homeland Security (US DHS) issued a Fact Sheet on the *FY 2007 Urban Area Security Initiative Nonprofit Security Grant Program (NSGP) on April 27, 2007.*

The Fact Sheet can be obtained at:
http://www.ojp.usdoj.gov/odp/docs/FY07_UASI_factsheet.pdf

Information Bulletins

US DHS issues information bulletins which provide grant updates, information, clarification, and requirements throughout the life of the grant.

US DHS Information Bulletins can be viewed at:
http://www.ojp.usdoj.gov/odp/docs/bulletins.htm

Information Bulletins on NSGP to date:

IB #252 - http://www.ojp.usdoj.gov/odp/docs/info252.pdf

California Supplement

The *California Supplement* to the Federal Program Guidance is intended to complement, rather than replace, the federal guidance published by the United States Department of Homeland Security's (US DHS), National Preparedness Directorate (NPD). It is recommended that applicants read thoroughly the federal guidance before referring to the State Supplement. Funding availability, eligible applicants, allowable costs and other key information is described in the federal guidance and application kit.

Section 2 - Timeline

FY 07 NSGP Subgrantee Timeline

US DHS announcement of FY 07 NSGP	April 27, 2007
FY 07 NSGP California Supplement release	May 14, 2007
First subgrantee application workshop	May 17, 2007
Last subgrantee application workshop	TBD
Investment Justifications due from applicants	June 8, 2007
SAA, UASI Project Prioritization Conference	June 14 – 15, 2007
SAA applications due	June 22, 2007
US DHS Award (no later than)	August 21, 2007*
Grant Performance Period Begins	August 21, 2007*
Successful subgrantee applications due to OHS	September 21, 2007*
Subgrantee awards (no later than)	October 20, 2007*
Subgrantee performance period ends	May 21, 2009*
Final requests for reimbursement due	June 1, 2009*
SAA Performance Period Ends	August 21, 2009*

* Date approximate depending on US DHS award date

Section 3 – Overview

Funding Availability

The FY 07 Urban Area Security Initiative Nonprofit Security Grant Program (NSGP) makes available $24,007,500 nationwide. Funds are available to nonprofit organizations in all of the 46 FY 2007 Urban Areas nationwide.

Maximum subgrant

Award amounts to nonprofits organizations shall not exceed $100,000.

Match Requirement

The match requirement is 25%. The matching funds may be in the form of in-kind services. Match funds for training costs must be in cash.

Grant Performance Period

24 months from date of grant award to SAA

Review \Evaluation Process

The process for the review and evaluation of subgrants to nonprofit organizations will be a two phase risk based process. **The process is competitive and no Urban Area or subgrant applicant is guaranteed funding.**

Phase one will be a prioritization of Investment Justifications submitted by nonprofit applicants prior to the State Administrative Agency (SAA) grant submission. The prioritization of subgrant applications will be accomplished in the SAA\UASI prioritization conference.

Phase two will consist of the final application evaluation by the US DHS. Final decisions will be transmitted from US DHS to the SAA within 60 days of the SAA application due date.

Final review and award determinations will be made by US DHS.

Eligible Applicant

The Governor's Office of Homeland Security is the SAA for California and is the eligible grant applicant in the FY 2007 NSGP process.

Eligible Subgrant Applicants

Eligibility is limited to nonprofit organizations (as described under section 501(c) (3) of the Internal Revenue Code of 1986 and exempt from tax under section 501 (a) of such code) that are **at high risk of international terrorist attack** and located with one of the FY 2007 Urban Areas.

Eligible Activities

Allowable costs are focused on **target hardening activities**, which can be accomplished through the purchase or installation of security equipment on real property or attendance of the nonprofit organizations security staff at security related training courses and programs.

Section 4 – Subgrant Application Process

Subgrant Investment Justifications

Eligible nonprofit organizations must submit Investment Justifications to the SAA by the due date. Investment Justifications must be submitted electronically to the SAA utilizing the Investment Template provided by DHS.

Submit Investment Justifications to Martha.Haywood@ohs.ca.gov

Application Submittal

The SAA will submit the application for California via Grants.Gov by the application due date.

Eligible Equipment Costs

Equipment costs are limited to only two categories from the FY 2007 Authorized Equipment List (AEL). Those categories are Physical Security Enhancement Equipment and Inspection and Screening Systems.

AEL and RKB Site

The equipment categories are listed on the web-based AEL on the Responder Knowledge Base (RKB), which is sponsored by US DHS and the National Memorial Institute for the Prevention of Terrorism (MIPT) at https://www.rkb.mipt.org

Allowable Training Costs

Allowable training-related costs under NSGP are limited to attendance fees for the training, and related expenses, such as materials, supplies, and/or equipment. No personnel costs, such as overtime and backfill costs, associated with attending the training courses are allowable. Travel costs are also not eligible.

Allowable Training Topics

Allowable training topics are limited to the protection of Critical Infrastructure (CI) and Key Resources (KR) including physical and cyber security, target hardening, and terrorism awareness/employee preparedness.

Matching funds for Training

The 25% match for training must be in cash.

Section 5- Post DHS Award - Subgrant Applications

Subgrant Application Components

Successful applicants will be required to submit subgrant application to the SAA prior to final award of grant funds.

A completed application will include all of the following components.

- **Completed OHS Financial Management Forms Workbook V 1.07**
  - Submitted electronically via email on the ODP Secure Portal

Application Cover Sheet
Grant Management Roster
Project Ledger
Project Description
Equipment Inventory Ledger
Training Roster
Authorized Agent form with appropriate signatures

- **Governing Body Resolution – Mailed**
- **Signature Authority - Mailed**
- **Signed Original Grant Assurances – Mailed**
  - Available only in PDF format on the OHS website

The **Financial Management Forms Workbook V 1.07** can be found at
http://www.homeland.ca.gov/grants.html

Subgrant Application Approval

The subgrantee will receive written notice of the state's approval of the subgrant application.

Post Award Modifications

Post award budget, scope and time modifications must be requested using the **OHS Financial Management Forms Workbook V 1.07**, by the subgrantee's Authorized Agent, and submitted to the subgrantees Program Representative in the Grant Administration Unit at the Governor's Office of Homeland Security. Upon approval the subgrantee will be instructed to make the required changes in the Office for Domestic Preparedness (ODP), Grants Reporting Tool (GRT) https://www.reporting.odp.dhs.gov . The subgrantee may implement the modifications, and incur associated expenses, **after** receiving **written final approval** of the modification from the State.

NOTE: **Modifications can be requested once per quarter during the grant performance period.** Failure to submit modification requests, and receive written approval prior to expenditure, could result in a reduction or disallowance of that part of the grant.

Subgrantee Performance Reports

Subgrantees must prepare and submit performance reports to the state for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed. Subgrantees must complete a Biannual Strategy Implementation Report (BSIR) using the Office for Domestic Preparedness (ODP), Grants Reporting Tool (GRT) https://www.reporting.odp.dhs.gov , and will also be required to submit additional information and data requested by the state.

Monitoring Subgrantee Performance

The state is currently conducting a program of sub-grantee monitoring. The monitoring will be conducted on the subgrantees administrative, programmatic and fiscal management of the grant(s).

These reviews may include, but are not limited to:

- Eligibility of expenditures
- Comparing actual subgrantee activities to those approved in the subgrant application and subsequent modifications, if any.
- Ensuring that advances have been disbursed in accordance with applicable guidelines.
- Confirming compliance with:
  - Grant Assurances.
  - Information provided on performance reports and payment requests.
  - Needs and threat assessments and strategies.

Suspension or Termination The State may suspend or terminate subgrant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.
- Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the subgrant application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in the application or other report or document.
- Failing to adequately manage, monitor or direct the grant funding activities of their subrecipients.

Before taking action, the state will provide the subgrantee reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

Closeout The State will close a subgrantee award after:

- Receiving a subgrantee Performance Report indicating that all approved work has been completed, and all funds have been disbursed;
- Completing a review to confirm the accuracy of reported information; and,
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the subgrantee:

- is owed additional funds, the state will send the final payment automatically to the subgrantee.
- did not use all funds received, the state will issue an Invoice or Grant Modification letter to recover unused funds.

In the **Grant Closeout letter**, the state will notify the subgrantee of the start of the record retention period for all programmatic and financial grant related records.

NOTE: Failure to maintain all grant records for the required retention period could result in a reduction of eligible grant activities, and an invoice to return costs associated with the unsupported activities.

Payment Request Process

To request reimbursement payment of FY 07 NSGP funds, complete a payment request form using the OHS Financial management Forms Workbook and return it to the appropriate Program Representative in the Grant Administration Unit at the Governor's Office of Homeland Security.

OHS Financial Management Forms Workbook V 1.07

http://www.homeland.ca.gov/grants.html

NOTE: Payments can only be made if the subgrantee has an approved application, valid Governing Body Resolution and valid Grant Assurance form.

Financial Management and Reporting Workshops

The Governor's Office of Homeland Security (OHS) conducts regular workshops on grants management, financial management and grant reporting. Please contact your OHS regional representative for more information.